

**Minutes of Meeting**  
**Health Services Council**  
**Project Review Committee-II**

**DATE: 4 November 2004**

**TIME: 3:00 PM**

**LOCATION: Beck Conference Room**

**ATTENDANCE:**

**Committee II: Present: Victoria Almeida (Vice Chair), Raymond C. Coia, Catherine E. Graziano, Denise Panichas, Robert J. Quigley, DC, (Chair), Larry Ross, Reverend David Shire**

**Not Present: James Daley, Rosemary Booth Gallogly, Wallace Gernt, Maria R. Gil**

**Staff: Valentina D. Adamova, Michael K. Dexter**

**Public: (see attached)**

**1. Call to Order and Approval of Minutes**

**The meeting was called to order at 3:00 PM. Minutes of the 7 and 14 October 2004 Project Review Committee - II meetings were approved**

as submitted. Staff noted that conflict of interest forms are available to any member who may have a conflict.

## **2. General Order of Business**

The first item on the agenda was the application of Option Care, Inc. and Option Care Enterprise, Inc. for initial licensure of an Organized Ambulatory Care Facility at 50 Maude Street in Providence. Staff noted that at the previous meeting the Committee had additional questions, responses to which have been mailed. Staff distributed additional information regarding the proposed location to the Committee members.

Mr. Turner, VP of Business for the East Coast, introduced Ms. Marcaccio, general manager. Ms. Marcaccio introduced Dr. Weitberg, Medical Director, and Ms. Taylor, RN. She went over the responses to Committee's questions. To the question regarding utilization, based on previous experience, of on-call services by patients, the applicant responded that it would be 10%-20% of the patients. Ms. Marcaccio stated that in regards to the Committee's question of the adequacy of the proposed location, the applicant engaged the services of New England Medical Design. She stated that their assessment has been provided and four variances were identified. Staff inquired if the applicant would be requesting to have those variances granted and whether New England Medical Design gave a sense of whether these

variances would likely be approved by the Department and requested that the applicant provide a letter to that effect. Ms. Marcaccio stated that the applicant would be seeking to have the variances granted and would provide a letter from New England Medical Design.

Staff noted that the applicant's organization chart did not include the requested contact information. The Chairman stated that the applicant needs to provide that information. To the question of to whom Ms. Marcaccio would report to, Ms. Marcaccio stated that she reports to Mr. Smith, CEO and President. To the question regarding the proposed facility's services area, the applicant stated that it would include the whole state of Rhode Island and certain parts of Southern Massachusetts.

Mr. Ross stated that the proposed location is currently being operated as an infusion room by another party. To his question whether that party would no longer be involved in providing infusion Ms. Marcaccio stated yes.

Based on the discussion, staff identified the additional information that the Committee requested from the applicant as a confirmation in writing from New England Medical Design the identified variances, based on their experience with Rhode Island, are likely to be granted by the Rhode Island Department of Health or an alternate plan to overcome these problems; the contact information on the clinical chain of command, including phone numbers and addressed; and

**assurance that the applicant would seek at minimum JACHO accreditation.**

**A motion was made, seconded and passed by a vote of seven in favor and none opposed (7-0) to recommend that the application be approved to go before the next Health Services Council conditioned on the receipt of the requested information. Those members voting in favor were: Almeida, Coia, Graziano, Panichas, Quigley, Ross, Shire.**

**The next item on the agenda was the application of Specialty Personnel Services, Inc. for initial licensure of a Home Care Provider Agency at 790 Charles Street in Providence.**

**Mr. Hofiechter, involved with business development side and coordinating the efforts of operation and the licensure aspect, introduced Ms. Booth, involved with the staffing and scheduling side, Ms. Buis, proposed administrator, Ms. Mello, proposed Director of Nursing, and Mr. Pane, president. He discussed the applicant's responses to the Committee's questions.**

**The Chairman inquired how a person in durable medical equipment would be qualified to run a home care agency. Mr. Hofiechter stated that Specialty Personnel Services has experience in medical staffing and Mr. Pane and Ms. Buis have direct patient care experience. Mr. Pane stated that in his and Ms. Buis' past employment with New**

**England Medical Home Care, they provided home care services specializing in respiratory services. He stated that Ms. Mello has extensive experience in home care. Ms. Mello stated that her experience includes working as Director of Nurses and Administrator for a home care agency, and currently she is a family support specialist for VNA of Rhode Island.**

**To the question regarding applicant's clients for medical staffing, the applicant stated that one of the clients is Rhode Island Hospital. Ms. Panichas requested that the applicant provide a professional packet that would identify all the clients. Rev. Shire stated that it would be helpful for the Committee to know more about the applicant and requested that the applicant provide letters of reference from previous clients. The Chairman concurred with this request.**

**Staff noted that the Business Plan presented by the applicant lacks adequate substance. The Chairman requested that the applicant provide a more detailed plan, one that would include staffing and finance projections for the 2-3 years of operation, and include information on the QI committee, and hiring policies.**

**Ms. Mello noted that there are no formal accreditation requirements for home care agencies but there are accrediting agencies such as CHAP. To the question regarding how the applicant would get referrals from Department of Human Services ("DHS"), Ms. Mello stated that the applicant would develop a relationship with DHS. Mr.**

**Pane stated that majority of the services the proposed facility would be providing would be CNAs and homemakers. He noted it is important to make sure that a facility provides a good Quality Assurance program.**

**Mr. Ross noted that a representative from DHS should attend a Committee meeting and educate the Committee members about its role. The Chairman noted that more information should be provided in the Business Plan.**

**Staff inquired as to why the applicant would seek licensure in RI when MA doesn't require licensure to run a home care provider agency. Mr. Hofiechter stated that this is a business the applicant would like to expand into and the licensing process in RI would serve as a learning experience that can be drawn on when establishing a facility in MA. He also noted that the applicant has staff in RI that have specific experience for working in this market and there is more long-term care experience in the state of RI.**

**Staff addressed the members of the Committee and stated that it is possible that the Office of Facilities Regulation will be prioritizing their work and that not every applicant approved by the Committee that receives a license and an initial survey would be surveyed again. Staff noted that this policy has not been determined but that staff was authorized to inform the Committee members of this possibility.**

**Mr. Ross stated that if there are no subsequent surveys then there is no way to know that an applicant met the licensure standards.**

**Ms. Graziano inquired if Mr. Pane or Ms. Buis provided direct patient care while providing medical equipment. Mr. Pane stated that they did and that he and Ms. Buis would evaluate patients, communicate with their physicians, and provided monthly progress reports with specialty in respiratory therapy. Mr. Pane stated that they are respiratory therapists licensed in MA. He stated that their roles with the proposed facility would be limited to management and administration and that Ms. Mello would assess patients. Mr. Pane noted that neither he, nor Ms. Buis, are licensed in Rhode Island as respiratory therapists.**

**Ms. Almeida addressed the Committee and stated that the Committee needs to know the criteria and guidelines to avoid putting the public at risk. She stated that the information provided by the applicant is not adequate and would like to see more detailed information regarding the proposed facility such as its protocols.**

**The Chairman stated that staff will put together questions to the applicant and the Committee will meet again on this issue and review of this application at this meeting was ended.**

**Next, discussion ensued about the review process among the**

**Committee members. Mr. Ross requested that the Committee be provided with licensure requirement and criteria.**

**Staff stated that this process has 4 general criteria: character, competence, standing in the community, and financial viability. Staff noted that the problem with first time applicants' is that it is hard for them to demonstrate a track record. Staff stated that there are more definitions in regulations for those 4 general criteria. Staff noted that the Committee members would get a better idea about the licensure requirement if someone from the Office of Facilities Regulation addressed this topic.**

**Staff noted that different healthcare facilities have their own set of regulations and in the next mailing each member will receives a set of the regulations for home care and home nursing care provider.**

**The Chairman stated that the Committee needs to identify the issues of concern and bring to them attention.**

**Ms. Almeida stated that the criteria are understandable but general and details need to be addressed to make sure nothing happens. Ms. Panichas noted that the questions that are asked of each applicant need to be consistent. Ms. Almeida noted that the Committee might want to create its own template.**

**The Committee discussed the next step. A motion was made,**



**seconded and passed by a vote of seven in favor and none opposed (7-0) to recommend that the Chairman write a letter to Donald C. Williams, Associate Director, Health Services Regulation, identifying the Committee's concerns. Those members voting in favor were: Almeida, Coia, Graziano, Panichas, Quigley, Ross, Shire.**

**There being no further business the meeting was adjourned at 4:30 PM.**

**Respectfully submitted,**

**Valentina D. Adamova**